KARATINA UNIVERSITY

MWAI KIBAKI LIBRARY

INSTITUTIONAL REPOSITORY ACCESS GUIDE

STEP-BY-STEP PROCEDURE

1. Accessing the Repository Platform

- Access the repository platform using the link https://karuspace.karu.ac.ke/
- All content on the repository is provided under open access policy and does not require one to login. See our open access policy here https://karuspace.karu.ac.ke/handle/20.500.12092/2747

2. Explore Collections

- The repository hosts:
  - **Research publications** (journal articles, etc.)
  - **Postgraduate theses and dissertations**
  - **Conference/Seminar/Workshop papers**
  - **Faculty and student scholarly output**.

3. Search or Browse

- Use the **search bar** to find specific topics, authors, or titles.
- Alternatively, browse by **collections** or **communities** (e.g., School of Education, School of Business).

4. Accessing Materials

- Content on the repository is shared under **open access policy**, meaning you can download them directly.

5. Logging In (where needed)

- Ensure that you are registered using this registration link https://karuspace.karu.ac.ke/register. Only users with Karatina University emails are allowed to register on the system.
- If you already have an account, click on **"Log In"** at the top right of the repository homepage.
- Enter your **institutional** email address and password
- Once logged in, you can access the **self-archive** feature to upload your own work.

6. Self-Archiving (for contributors)

- Faculty and postgraduate students can upload their publications via the self-archiving feature
- This requires logging in and following the repository's submission guidelines.
- See the self-archiving guide here https://karuspace.karu.ac.ke/self-archive

For inquiries, please contact us via library@karu.ac.ke or speak to any librarian for one-on-one resolution of your issues.